

UNITED STATES BANKRUPTCY COURT
Office of the Clerk
District of Nevada

EMPLOYMENT OPPORTUNITY
Announcement Number 01-04-09NVB
Date of Announcement: March 16, 2001

Position Title: **Case Management Systems Administrator**
full time "excepted service" employee in the Las Vegas office

CLOSING DATE FOR APPLICATIONS: March 27, 2001

Classification Level/Salary Range: CPS CL 27-28

- (CL 27-01 (developmental level) begins at \$32,172. + 7.68% - 2001 RUS Locality Pay Dif.)
- (CL 27-25 (full performance level) begins at \$40,236. + 7.68% - 2001 RUS Locality Pay Dif.)
- (CL 28-01 (developmental level) begins at \$38,575. + 7.68% - 2001 RUS Locality Pay Dif.)
- (CL 28-25 (full performance level) begins at \$48,223. + 7.68 - 2001 RUS Locality Pay Dif.)

Environment: The assignment of the job duties of Case Management Systems Administrator is located in the U.S. Bankruptcy Court Clerk's office in Las Vegas, Nevada. The United States Bankruptcy Court for the District of Nevada consists of three bankruptcy judges and 58 court staff located in Las Vegas and in Reno, Nevada. Travel to the Reno office will be required on an on-going basis.

Position Overview: The Case Management Systems Administrator will be responsible for management of the updates, the operation, and the training for the Case Management/Electronic Case Filing (CM/ECF) System for the District of Nevada. The Administrator will act as the Nevada Bankruptcy Court representative in CM/ECF System matters and will work closely with the implementation teams to ensure that all efficiencies of the EM/ECF System are exploited. This position reports to the Technology Systems Manager.

Representative Duties: Participates in the writing of business rules for automated processing of CM/ECF system cases for the district. Develops and tests the business rules in the automated system.

Installs new or revised releases of the CM/ECF System and related products. Develops software to extract information from existing system databases or to add information to the database.

Develops specific system features to satisfy local court unit needs by adapting national systems or purchasing and/or developing adjunct systems/tools.

Maintains library of local software and documentation of locally developed materials.

Communicates with case administrators and other Clerk's Office staff in updates and functionality of the CM/ECF System and procedures for making processes more efficient.

Provides training and support services to all automated case management system users within and outside the court as needed, responding to queries and solving problems.

Designs reports for management, divisional offices, and other internal elements as needed.

Analyzes and evaluates the procedures and "tools" (automated systems, forms, Bankruptcy Code provisions, national and local bankruptcy rules, etc.) that are used by Clerk's Office staff in the management of cases. Recommends improvement in processes and changes designed to improve overall quality, quantity

and efficiency of work and service.

Qualifications: For appointment at the CL-27 level, three years of general experience and two years of specialized experience equivalent to work at the next lower level for which the candidate is qualified are required. A Bachelors Degree in related subject matter is preferred and may be substituted in part for general experience.

General experience is progressively responsible experience which provides evidence that the candidate has (a) a good general understanding of the methods and administrative resources for accomplishing the work of the court; (b) the ability to analyze problems, gather pertinent data, and recognize solutions; (c) the ability to communicate effectively, both orally and in writing; and (d) the capacity to use this knowledge and these abilities to resolve problems.

Specialized experience is progressively responsible experience in the field of training that provides knowledge of adult learning methods and techniques, plus basic human principles used to deliver effective training. Experience in applying effective techniques for group and individual instruction, and ability to plan and coordinate group training activities. Excellent oral and written communication skills, and presentation skills required. Knowledge of personal computers and computer applications required. Knowledge of court structure and operations is required.

Benefits and information: The United States Bankruptcy Court is part of the Judicial Branch of the United States Government. Court employees are covered by the Court Personnel System (CPS). Employees of the United States Bankruptcy Court are EXCEPTED appointments. Federal Government Civil Service classifications or regulations do not apply. A generous benefits package is available to full-time excepted service employees which may include:

- C A minimum of 10 Paid Holidays per year.
- C Paid Vacation (annual leave) in the amount of 13 days per year for the first three years, 20 days per year after three years, and 26 days per year after fifteen years.
- C Paid Sick Leave in the amount of 13 days per year with unlimited accumulation.
- C Subsidized Medical Coverage with Employee Premiums Paid from Pre-Tax Salary (all preexisting conditions for self and family covered).
- C Flexible Benefits Program (Pre-Tax Flexible Spending for Health Care and Dependent Care Costs).
- C Eligibility for Long Term Disability Plan Group Rate.
- C Subsidized Life Insurance Options (guaranteed acceptance).
- C Retirement Coverage.
- C Thrift Savings Plan Participation with Employer Contribution up to 5%.

Time in service for employees of other Federal Agencies, as well as time for those with prior military service, will be taken into consideration when computing leave accrual and retirement benefits.

Excepted Service appointments and Temporary NTE (not to exceed a specific date) appointments are "AT

WILL", and as such, can be terminated with or without cause by the Court. The U.S. Courts require employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. *ALL applicant information is subject to verification.* The final candidate will be subject to a background investigation with law enforcement agencies. Travel expenses for interview or relocation expenses will not be paid. All new employees of the U.S. Courts must identify a financial institution for direct deposit of pay before appointment.

How to apply: You may obtain an Application for Employment form by writing or calling (702) 388-6407 or at "www.nvb.uscourts.gov", and submit an application with original signature to:

**Personnel Specialist
UNITED STATES BANKRUPTCY COURT
300 Las Vegas Blvd. South.
Las Vegas, NV 89101**

Application Deadline: March 27, 2001

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*****AN EQUAL OPPORTUNITY EMPLOYER*****

United States Bankruptcy Court
District of Nevada
Office of the Clerk

APPLICATION FOR EMPLOYMENT